

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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Phoenix, Arizona 85007
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SCHOOL FINANCE MEMORANDUM 02-054

TO: All School Districts Administrators and Charter Operators

FROM: Marcie Celaya, Director of School Finance
Nettie Klingler, Budget Manager

DATE: May 10, 2002

SUBJECT: Budget Workshops

District and Charter personnel who work with budgets, annual financial report and available website reports are **strongly** encouraged to attend one of the following workshops. The local RTC's in your area will take registration for districts and charters. Please check for the appropriate area contact and fax your registration as soon as possible. The registration form has been posted to ADE's School Finance home page under forms - **Please complete & submit the registration form even if you are not going to attend.** Since district sponsored charter schools do not submit a budget or annual financial report to ADE, please attend the district session.

Sessions will cover worksheets, budget process and the relationship to reports, and electronic submission.

JUNE 4, 2002 – Tucson

8:00 – 12:00 (Districts)

1:00 – 5:00 (Charters)

Sahuarita Auditorium

350 W. Sahurita Rd.

Sahurita, AZ 85629

RTC Contact - Norm Purdy

Fax# - 520-225-4874

JUNE 6, 2002 – Phoenix

8:00 – 12:00 (Districts)

1:00 – 5:00 (Charters)

ASU West – La Sala A & B

4701 W. Thunderbird Avenue

Glendale, AZ 85306

RTC Contact - Miguel Addison

Fax# - 480-965-8887

JUNE 11, 2002 – Flagstaff

8:00 - 12:00 (Districts)

1:00 – 5:00 (Charters)

Sinagua High School

3850 E. Butler Avenue

Flagstaff, AZ 86004

RTC Contact - Julie Smith

Fax# - 520-527-6125

Please do not fax, email or call School Finance with your registration. If you have any questions, please contact your RTC and/or sponsor. Please submit your registration forms by May 29, 2002.